



OSAA / OnPoint Community Credit Union
2025 SWIMMING STATE CHAMPIONSHIPS

February 21-22, 2025
Tualatin Hills Aquatic Center
15707 SW Walker Road, Beaverton, OR 97006



January 27, 2025

TO: District Meet Computer Operators
FROM: Kris Welch, Assistant Executive Director
SUBJECT: Meet Set-up and Results – OSAA District Swimming Championships

In an effort to enable an efficient transition of High School District Meet Results into the State Championship meet database, please adhere to the following guidelines for your District Meet set-up:

1. Please include classification and district (i.e., 5A-2) in the name of the database.
2. Varsity events must be numbered 1-22. If you include Junior Varsity events in your District Meet, those events must be identified and may not be events 1-22.
3. Please ensure that all team names and abbreviations match those on the master list.
4. Please DO NOT include the words "High School" in the school name or enter the mascot name in the "Short Name" area of team set-up of Hy-Tek Meet Manager.
5. Names should be in upper and lower-case letters. (Jane Doe)
6. Please use 9, 10, 11, 12 for grades.
7. Computer operators at District Meets shall include relay names in the database submitted to the OSAA State Championship meet. **Relay names shall be included in both prelims and finals columns in the database.**
8. Computer operators shall run Exception Reports to verify the correct number of events for a swimmer and their eligibility (see info below).

Number of Entries Allowed Per Individual

2024-25 NFHS Swimming Rules Book, Rule 3.2.1 – “A competitor shall be permitted to enter a maximum of four events, no more than two of which may be individual events. Prelims and finals are considered one meet.”

Additional information concerning entries can be found at [Swimming Reminders and Relay Entry Timeline Memo](#).

Computer operators shall run an Exception Report following District Meet Prelims AND District Meet Finals to verify that no swimmer has exceeded his/her allowed number of events. Meet referees shall verify that the computer operator does this procedure as the referee is ultimately responsible.

Results of all District meets must reach the OSAA office by 8pm, on Saturday, February 15. **In addition to submission of the entry forms, the OSAA requests that computer operators using Hy-Tek Meet Manager software provide a full backup copy of the District Meet results via email to Missy SmiKris Welchth, krisw@osaa.org.**

OSAA
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